

# Course Pre-Assessment Request Form - Checklist

Students who have been NOMINATED to go on exchange by the Centre for International Experience (CIE), Learning Abroad Office (<https://learningabroad.utoronto.ca/>), and have been accepted by the host institution must complete the [Course Pre-Assessment Request Form](#) for **RSM courses only**.

## What is required for this form?

- ☐ Conditional Nomination Letter from CIE
- ☐ The course codes and names of the courses you hope to take.
- ☐ The syllabus must be from the year of your exchange. Print a detailed syllabus in a PDF format.
- ☐ Identify if any of your intended courses are on the [pre-approved RSM course list](#). If so, include them in the Course Pre-Assessment request form.

## What should a syllabus include?

- ☐ Year/term of your exchange
- ☐ Instructor's name and university name
- ☐ Course name and course code
- ☐ Required reading materials
- ☐ Topics covered (weekly schedule and course description)
- ☐ Number of in-class hours per week
- ☐ Evaluations (grading and assessments)
- ☐ Must be in English (use Google translate if necessary)
- ☐ Must be in a PDF format

Naming convention: **Course code – Course name - Host University, year of syllabus**.

## Please note the following:

1. **Pre-approved RSM courses** on the list are **valid for 5 years** from the approved year
  - For exchange in 2025 (winter, summer, or fall) courses assessed from 2020 will be honoured.
2. A maximum of **6 courses** per exchange term can be submitted.
  - If taking previously approved courses they must be included in the form.
3. Students are not encouraged to go on exchange during their first 2 years while taking full year courses. In addition, students are not encouraged to go on exchange during the winter term of their last year if they hope to convocate in June, since credits will not be transferred in time.